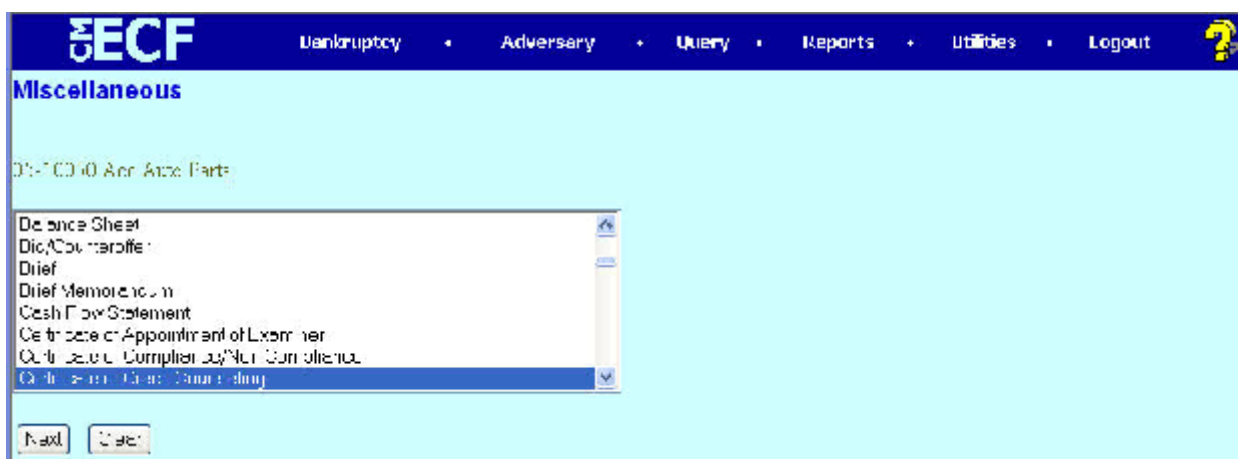


Certificate of Credit Counseling

Debtors should attend a U.S. Trustee approved Credit Counseling program prior to filing bankruptcy. The Credit Counseling agency should provide the Debtor with a Certificate. This Certificate and any financial plan is due to the Court when the case is filed.

The Certificate and any other documents related to it should be filed as an attachment to the petition but not as part of the petition. If filed as an attachment, the attachment should be entitled Certificate of Credit Counseling. However, if the Certificate was not filed with the petition then follow the instructions listed below.

1. Select Bankruptcy (Blue menu at the top of the page)
2. Select the Other category from the list.
3. Enter your case number and click Next.
4. From the list of events in the box, select Certificate of Credit Counseling. (See below.) Click Next to continue.



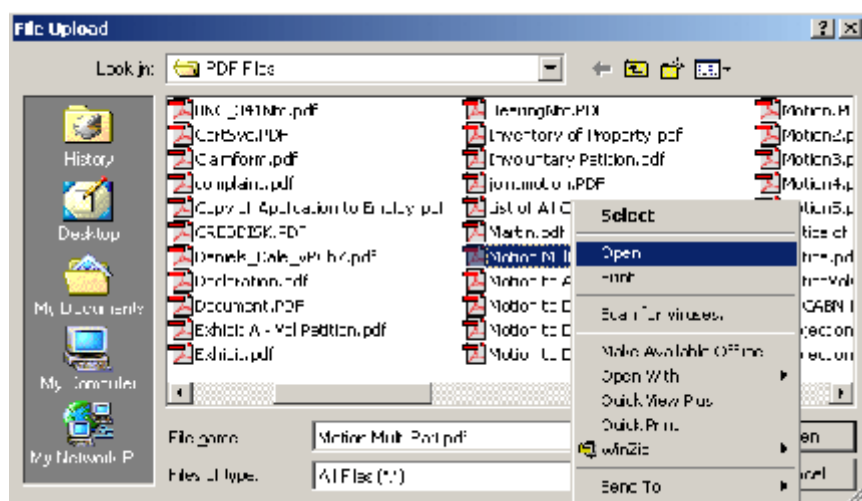
5. Unless you are filing this document with another attorney (which is unlikely), click Next to continue.
6. Select your client from the box and click Next.
7. If there was a problem opening your case the first time and no association between

you and your client was created, you will need to check a box here and click Next again. If there was no problem, then no box will appear. Click Next.

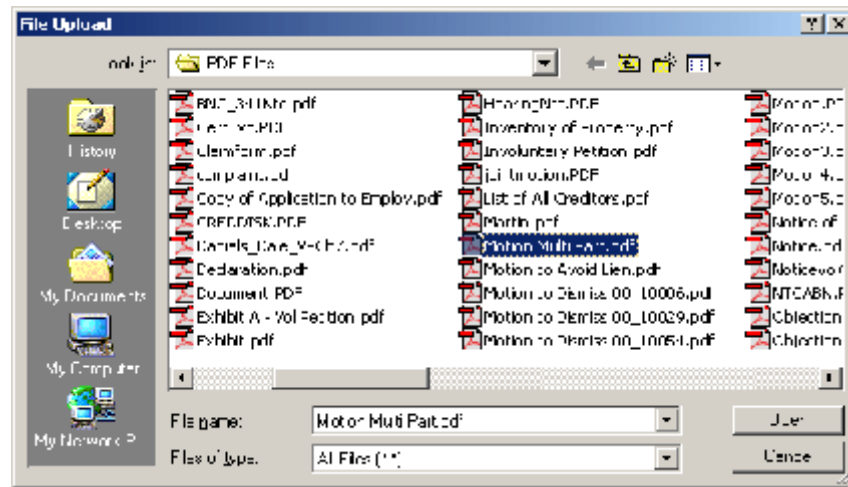
8. Browse and attach your scanned Certificate of Credit Counseling



9. To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.



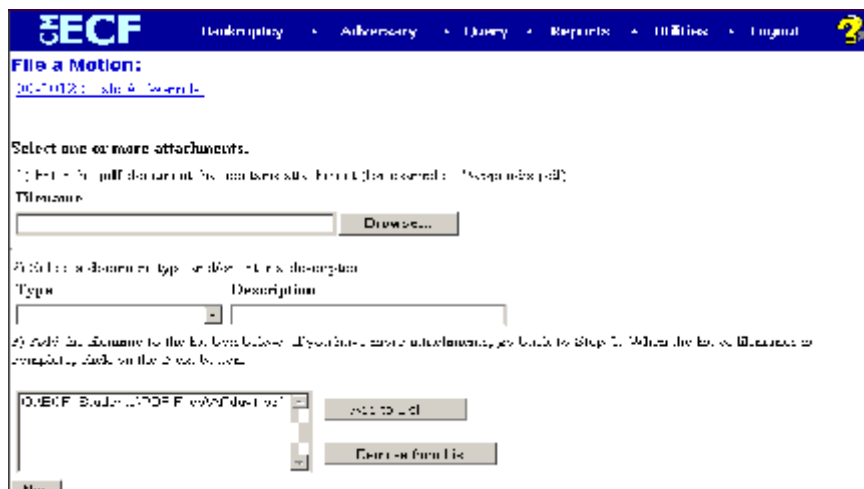
- A. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- B. Close the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.



- C. Additional documentation such as any plan which was developed during the credit counseling may be **attached** as an exhibit to the Certificate of Credit Counseling.
- D. To illustrate this feature, click the **Yes** radio button at the right of the **Attachments to Document** prompt. The **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text. **Click Next to continue.**

10. If you click the **Yes** radio button, the **CHME** screen displays.

Since you clicked the **Yes** button, the **ATTACHMENTS TO DOCUMENT** screen displays.



11. Review what the entry will say and add text if you like otherwise, Click Next.
12. The next screen is your last chance to back out. If the entry looks correct, Click Next again and you are home.